CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179
Department: Health Care Services
Reporting Period: *From:*   *To:*

Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?

Accomplished this week

Planned/Scheduled Completion in Next Two Weeks

Status Summary	Yes/No	Explanation
Will all assigned tasks be accomplished by their due date?		
Are there any planned tasks that won't be completed?		
Are there problems which affect your ability to accomplish assigned tasks?		
Do you plan to take time off that is not currently scheduled?		

Status of Assigned Issues

Issue Number	Description	Due Date	Status

CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179

Department: Health Care Services

Reporting Period: *From:*   *To:*

Team Member to Project Manager

CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179
Department: Health Care Services
Reporting Period: *From:* 11/1/09 *To:* 11/30/09

Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	The 820 Phase 2 Remediation and Implementation is late because the contract started late	Implementation is scheduled for March 2010	None;the schedule has been adjusted accordingly
2. Were any key milestones or deliverables rescheduled?	Yes	The first "wave" of implementation for the SD/MC Phase II Project was pushed back one month, to the end of December 2009	There will only be two actual implementation waves; the overall schedule is unchanged	All impacted parties have been notified.
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			

CA-PMM

Project Manager to Sponsor

8. Are there any new major issues?	No			
9. Are there any staffing problems?	Yes	HIPAA Subject Matter Expert and new staff for Security and HIPAA-2 are not in place.	Critical staff for HIPAA-2 projects not in place; unable to effectively collaborate with ISO on HIPAA Security issues.	Submitted request for exemption under 09-10 contract plan for HIPAA SME and other HIPAA-2 resources; hiring for SISA in progress

CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179
Department: Health Care Services
Reporting Period: *From:* 11/1/09 *To:* 11/30/09

Project Manager to Sponsor

Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	May not complete requirements definition in time to meet HIPAA-2 compliance dates	Escalate issue of access to resources for projects.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Delayed completion, adequate resources will not be in place	Obtain SPR 8 and BCP approvals
3. Is there any unplanned work that needs to be done?	Yes	New sub-projects required for new federal transactions and code sets standards (HIPAA-2), extension of staffing, additional costs	Obtain SPR 8 and BCP approvals
4. Are there any expected or recommended changes to scope?	Yes	New HIPAA-2 sub-projects required, extension of staffing, additional costs	Obtain SPR 8 and BCP approvals
5. Are there any tasks not originally estimated that will need to be added?	Yes	New HIPAA-2 sub-projects required, extension of staffing, additional costs	Obtain SPR 8 and BCP approvals
6. Are there any tasks or milestones that should be removed from the plan?	Yes	None; the VRDL project is not needed	Updated in SPR 8
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	May not complete requirements definition in time to meet HIPAA-2 compliance dates	Escalate issue of access to resources
8. Are any major new issues foreseeable?	Yes	Renewal of HIPAA compliance software licenses may not be timely due to need to pursue as sole source	Ensure appropriate support is available in DHCS to effectively move the proceurement through the process.

CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179
Department: Health Care Services

Project Manager to Sponsor

Reporting Period: *From:* 11/1/09 *To:* 11/30/09

9. Are any staffing problems anticipated?	Yes	HIPAA-2 short-term staffing unavailable pending OCIO approval of SPR 8.	Begin investigating contingency planning

CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179
Department: Health Care Services
Reporting Period: *From:* 11/1/09 *To:* 11/30/09

Current Status and Accomplishments:
Describe deliverables completed and milestones met during **this reporting period.**

SD/MC Phase II Maintenance and Administration documentation was fully compiled.

Project Milestones:
List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
SD/MC Phase 2 Remediation and Implementation	12/31/08	2/28/10	Delayed	Additional tasks required, external dependencies; implementation date delayed	
820 (Capitation and Premium Payment) Phase 2 Design	3/31/08	12/3/09	Delayed	Contracting delays; implementation date delayed	
834 (Enrollment/Disenrollment) Phase 2 Project Planning	9/30/08	1/15/10	Delayed	Delayed trigger to start work, resource limitations; implementation date delayed	

Variances
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Milestones			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8

CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179
Department: Health Care Services
Reporting Period: *From:* 11/1/09 *To:* 11/30/09

Project Manager to Sponsor

Deliverables			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Resources			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
OneTime Cost			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Continuing Cost			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8

Project Name: HIPAA-1

OCIO Project #: 4260-179

Department: Health Care Services

Reporting Period: *From:*   11/1/09   *To:*   11/30/09

Project Manager to Sponsor

CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179
Department: Health Care Services
Reporting Period: *From:* 11/1/09 *To:* 11/30/09

Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
SD/MC Phase 2 Remediation and Implementation	12/31/08	2/28/10	Delayed	Additional tasks required, external	
820 (Capitation and Premium Payment) Phase 2 Design	3/31/08	12/3/09	Delayed	Contracting delays; implementation date	
834 (Enrollment/Disenrollment) Phase 2 Project Planning	9/30/08	1/15/10	Delayed	Delayed trigger to start work, resource	

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Milestones			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Deliverables			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Resources			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
One Time Cost			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8
Continuing Cost			X	For HIPAA-2 impacts, otherwise "On plan" - Prepare SPR 8

CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179
Department: Health Care Services
Reporting Period: *From:* 11/1/09 *To:* 11/30/09

Sponsor to Executive Committee

Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score		Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0	Green	Customer is fully engaged and showing support
	Medium Degree of Buy-In	1			
	Low Degree of Buy-In	2			
2. Technology Viability	Strong Viability	0	0	Green	Technical approach is sound
	Medium Viability	1			
	Weak Viability	2			
3. Status of the Critical Path (delay)	<5%	0	2	Red	Based on new HIPAA-2 Requirements
	5% to 10%	1			
	>10%	2			
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0	Green	HIPAA is within budget on a year-to-year comparison
	5% to 10%	1			
	>10%	2			
5. High-Probability, High-Impact Risks	0 to 3	0	0	Green	
	4 to 6	1			
	>6	2			
6. Unresolved Issues (on time resolution)	On time	0	1	Yellow	The "Medi-Medi" policy issue is impacting trading partner satisfaction on SD/MC Phase II
	Late with no impact	1			
	Late impacting the critical path	2			
7. Sponsorship Commitment	Fully engaged	0	0	Green	Project reports directly to sponsor
	Partially engaged	1			
	Inadequate engagement	2			
8. Strategy Alignment	Strong alignment	0	0	Green	
	Partial alignment	1			
	Weak or no alignment	2			
9. Value-to-Business	Strong	0	0	Gree	
	Medium	1			

CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179
Department: Health Care Services
Reporting Period: *From:* 11/1/09 *To:* 11/30/09

Sponsor to Executive Committee

	Weak	2	3

CA-PMM

Project Name: HIPAA-1

OCIO Project #: 4260-179

Department: Health Care Services

Reporting Period: *From:* 11/1/09   *To:* 11/30/09

10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0		Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	Red	Procurement delays, external dependencies and altered implementation strategies have delayed projects
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Red	Procurement delays, external dependencies and altered implementation strategies have delayed projects
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	1	Yellow	
	Moderately Effective	1			
	Ineffective	2			
	Total		8	G	

Green = 0 - 8
Yellow = 9 - 19
Red = 20+

Vendor Viability Rating Rationale